

Local Recycling Company Seeks Office Manager



Qualifications:

- Must know bill of lading
- Experience with MS Office
- General Knowledge of ledger is a big plus (but not necessary)

Contact:

- E-mail resume to Cynthia_Patron@longbeach.gov
- For VOS Assessment & Resume Builder/Assistance click [here for details](#)

For more information visit the Career Transition Center

3447 Atlantic Ave.
Long Beach, CA 90807
(Major Cross Streets: Atlantic/Wardlow)

**Greater Long Beach
Workforce Development System**

Career Transition Center • Youth Opportunity Center
Department of Community Development
City of Long Beach
(562)570-3700 • (800)292-7200
www.longbeachworkforce.org